



CITY OF HOUSTON

Job Posting

1	AP
2	<div><div>Applications accepted from:</div><div>ALL PERSONS INTERESTED</div></div>
3	<div><div>Job Classification</div><div>DIVISION MANAGER</div></div>
4	<div><div>Posting Number</div><div>PN# 113223</div></div>
5	<div><div>Department</div><div>Department of Public Works & Engineering</div></div>
6	<div><div>Division</div><div>Public Utilities Division</div></div>
7	<div><div>Section</div><div>Water Production Branch</div></div>
8	<div><div>Reporting Location</div><div>611 Walker*</div></div> <div><div>Workdays & Hours</div><div>M - F, 8 a.m. - 5 p.m.*</div></div> <div>*Subject to change</div>
9	<div><div>DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS</div><div>Directs the management, coordination, implementation, administration and operation of various systems, plans and projects. Manages, trains, develops, counsels and evaluates staff performance. Assists in the design and implementation of special systems, plans and projects. Establishes policies, procedures, guidelines and project schedules. Researches, reviews and evaluates new data, reports, products and other information. Acts as liaison to other departments, government agencies and private sector. Develops and interprets codes, ordinance and specifications. Drafts and reviews proposed contracts, letters of agreements and amendments. Oversee field complaint investigations and distribution system diagnostics. Manage pressure reduction valve program. Lead and coordinate system-wide flushing activities. Investigate chronic water utility maintenance issues. Conducts surveillance of citywide distribution operations.</div></div>
10	<div><div>WORKING CONDITIONS</div><div>The position is physically comfortable; the individual has discretion about walking, standing, etc. There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.</div><div>This is a Department of Public Works and Engineering Emergency Management Essential Position at the Tier 1 Level.</div></div>
11	<div><div>MINIMUM EDUCATIONAL REQUIREMENTS</div><div>Requires a Bachelor’s degree in Business Administration, Accounting, Engineering or a closely related field to activities of the division.</div></div>
12	<div><div>MINIMUM EXPERIENCE REQUIREMENTS</div><div>Seven (7) years of progressive professional experience closely related to the activities of the division are required, with at least three (3) of the years in a supervisory capacity. A Master’s degree in Business Administration, Public Administration or a field closely related to the activities of the division may be substituted for two years of experience.</div><div>Directly related professional experience may be substituted for education requirement on a year-for-year basis.</div></div>
13	<div><div>MINIMUM LICENSE REQUIREMENTS</div><div>A valid Texas Driver’s License and compliance with the City of Houston policy on driving (AP 2-2).</div></div>
14	<div><div>PREFERENCES</div><div>Preference will be given to candidates with a Class “B” Water Distribution Operator License.</div></div>
15	<div><div>SELECTION/SKILLS TESTS REQUIRED</div><div>None</div><div>However, the Department may administer a skill assessment evaluation.</div></div>
16	<div><div>SAFETY IMPACT POSITION</div><div><div><div></div></div> Yes <div><div></div></div> No</div><div>If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.</div></div>
17	<div><div>SALARY INFORMATION</div><div>Factors used in determining the salary offered include the candidate’s qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:</div><div>Salary Range - Pay Grade 29</div><div><div>\$2,356 - \$2,798 Biweekly</div><div>\$61,256 - \$72,748 Annually</div></div></div>
18	<div><div>OPENING DATE</div><div>September 20, 2006</div></div>
19	<div><div>CLOSING DATE</div><div>Open Until Filled</div></div>
20	<div><div>APPLICATION PROCEDURES</div><div>Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. Our TDD (Telephone Device for the Deaf) phone number is 713.837.9471. For application status inquires please call (713) 837-0871. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.</div><div>An equal opportunity employer</div></div>